

ASSISTANT/ASSOCIATE PLANNER

SALARY RANGE:

ASSISTANT: Range 31, \$4,419 - \$5,371/month

ASSOCIATE: Range 33, \$4,742 - \$6,048/month

Under general supervision of the Planning Director, performs a variety of professional level duties and responsibilities in support of the Town's current and advanced planning functions including research and analysis for residential and commercial development projects, environmental review and preparation of environmental documents, and research and preparation of general plan amendments and zoning ordinance amendments for presentation to the Planning Commission and Town Council; and provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding Town codes, policies, standards, and processes related to planning related matters.

IDENTIFYING CHARACTERISTICS

Assistant Planner – This is the entry-level class in the professional Planner series performing the more routine and less complex assignments in the fields of current or advanced planning or environmental analysis that require the application of fundamental planning principles. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Associate Planner level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This position is flexibly staffed with the Associate Planner. Advancement to the "Associate" level is based on demonstrated proficiency in performing the assigned functions and/or certification or testing that validates the performance of the full range of duties and is at the discretion of higher level supervisory or management staff.

Associate Planner – This is the full journey level class within the professional Planner series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of professional planner duties in the fields of current or advanced planning or environmental analysis that require the application of general planning principles and are generally more complex projects than would be assigned to an Assistant Planner. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Associate Planner positions are flexibly staffed and are generally filled by advancement from the Assistant Planner level, or when filled from the outside, require prior experience. Advancement to the "Associate" level is based on demonstrated proficiency in performing the assigned functions and/or certification or testing that validates the performance of the full range of duties and is at the discretion of higher level supervisory or management staff.

Representative Duties:

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, and conducts research studies; maintains, updates, and analyzes demographic and other data required for community planning; prepares reports and analysis regarding land use, zoning, urban design, population trends, transportation, community needs, housing, and environmental issues.
2. Recommends the use of land for residential, commercial, industrial, and community uses; participates in the review, development, revision, and maintenance of general plan elements, plans, zoning ordinances, and other policies and procedures.
3. Reviews and processes various plans and applications for subdivision and commercial developments; collects and evaluates information related to the application process and determines conformity with laws, regulations, policies, and procedures; recommends approval, or alternative approaches; conducts project site checks and field inspections.
4. Coordinates and assists in the management of the development review process; communicates and coordinates with other Town departments, developers, and outside agencies throughout the development process to create the best possible development.
5. Plan checks building and engineering plans for adherence to approved projects.
6. Prepares final resolutions, ordinances, environmental notices, plan approvals, and file cleanup after project completion; monitors conditions of approval after project completion for compliance.
7. Provides information and assistance to developers, property owners, the public, other departments, and outside agencies regarding laws, regulations, standards, policies, and procedures related to the submission of plans, processing of applications, and implementation requirements; investigates and responds to complaints of zoning code violations.
8. Performs a wide range of duties in support of the Planning Commission as well as the Town Council and other boards and commissions; coordinates preparation of meeting agendas for various commissions, boards, and community groups including reviewing draft materials and preparing comments; organizes meetings and work sessions; prepares public hearing notices ensuring timely notification of appropriate parties; prepares and presents staff reports and other presentations for the Town Council, Planning Commission, and other commissions, boards, and community groups.
9. May provide work coordination and project direction for other planning personnel and contract consultants.
10. Performs Code Enforcement duties as necessary.
11. Performs related duties as required.

Qualifications:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of planning.

Research and investigation procedures.

Drafting and graphic presentations.

Statistical methods and research techniques applicable to the collection, analysis and presentation of data for municipal planning studies.

Methods and techniques of effective technical report preparation and presentation.

Methods and techniques of eliciting community participation in planning and development issues.

Modern office procedures, methods, and equipment including computers and supporting software applications.

Ability to:

Perform professional level planning duties in the development, implementation, and modification of Town plans and regulations.

Apply policies, procedures, and standards pertaining to the municipal planning process.

Understand all aspects of the job.

Demonstrate tact and diplomacy with the public.

Prepare accurate maps, plans, charts and tables.

Interpret maps, site and building plans and specifications, graphs and statistical data.

Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including Town codes and departmental policies and administrative directives; learn applicable environmental laws and regulations.

Interpret planning and zoning programs to the general public.

Develop recommendations regarding the use of property.

Process routine development applications and coordinate necessary communication between staff, developer, and other agencies.

Analyze and compile technical and statistical information and prepare reports.

Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.

Prepare and analyze technical and administrative reports, statements, and correspondence.

Present technical data in verbal, written, graphic, and map form to Town management staff and variety of boards and commissions.

Effectively present information and respond to questions from council members, committee and commission members, and the general public.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Operate modern office equipment and computers including specialized computer applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and

abilities would be:

Assistant Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, architecture, or a closely related field.

Experience:

Two years of responsible work experience. Some professional planning experience is desirable.

License or Certificate:

Possession of a valid California driver's license.

Associate Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, architecture or a closely related field. A Master's degree is desirable.

Experience:

Two years of increasingly responsible professional planning experience in a local government at a level comparable to an Assistant Planner with the Town of Loomis.

License or Certificate:

Possession of a valid California driver's license.

Physical Demands-Working Conditions:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

FLSA Designation: Non-exempt

Benefits

- 10 days of paid vacation per year in first four years, 15 days for the next five to nine years, 18 days for the next ten to fourteen years, 20 days for the next fifteen to nineteen years and one additional day each subsequent year of employment thereafter.

- 12 holidays per year

- 12 days paid sick leave per year

- Town pays employee contribution to CalPers

Tier I – Employees who are already members of CalPers are in the 2% @ 55 plan and the Town pays the employee contribution.

Tier II – Employees new to the CalPers system are in the 2% @ 62 plan and are responsible for one half of the cost.

- Flex Time schedule available (with approval of Town Manager)

Submittal Requirements:

Submit cover letter, resume and Town application form.

Filing Deadline: Open